

If you transact regularly with Monash University, you may be eligible to host a catalogue or a punchout site on our instance.

The benefit of having your catalogue or punchout site hosted on our site is that Monash users will be able to search your products within the Monash Coupa instance and add them to their cart for a quick and easy checkout.

Below you'll find some more information around Catalogues and Punchout Sites.

CATALOGUES

We can host a catalogue of your popular products on our site for Monash users to search and purchase in an online store type fashion.

Note: to ensure our Coupa instance only offers relevant products for our users, we will only host catalogues with suppliers we expect to transact with regularly.

To find out whether you can host a catalogue on our Coupa instance, please contact our Supplier Catalogues team at supplier.catalogues@monash.edu

If approved, you'll be sent a catalogue template to fill in your product details, including description, part numbers, pricing, etc, and we will then load it into Coupa. We'd kindly ask you to continuously review and let the Supplier Catalogues team know if any updates are required to your products once live (including pricing) via the email address above.

PUNCHOUT SITES

Punchout Sites are links to supplier online stores that we can host on our Coupa homepage so that our users can instantly access your site and bring items back into their Coupa cart for check out.

If you have the technical capability of configuring a 'Monash' instance of your own online site, we can set this up for you.

Note: to ensure our Coupa instance only offers relevant products for our users, we will only host punchout sites with suppliers we expect to transact with regularly and where a contract with agreed pricing has been discussed with our Strategic Procurement team.

If you'd like to find out whether you can host your punchout site on our Coupa instance, please contact our Strategic Procurement team at strategic.procurement@monash.edu